

15

MAY 16 1960

Effective Pages After Change Number 15 Insertions

To NAVPERS 18068 (Revised)

The following is a list of pages in effect after the pages of Change No. 15 have been inserted.* It is used to verify the accuracy of the manual. "O" is used to indicated pages from the original printing. Right-hand pages only are listed.

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1-25	12	5-29	14	7-34-a . . .	14	9-16-g . . .	15		
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1-31	13	5-35	14	7-37	15	9-20-a . . .	8		
1-33	13	5-37	14	7-39	15	9-21	15		
1-35	13	5-39	14	7-41	15	9-23	15		
2-1	13	5-41	12	7-43	15	9-25	15		
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2-4a	13	5-45	14	7-45	12	9-29	15		
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*Requests for copies of pages, changes, or manuals should be forwarded through normal publication supply channels and not to the Chief of Naval Personnel.

Dental Rating and Dentalman Rate

Dental Rating and Dentalman Rate

DENTAL TECHNICIAN (DT)

GENERAL RATING

SCOPE

Dental Technicians: Perform clinical and administrative duties, assisting dental officers in treatment of patients, performing first aid, preparing and carrying out dental department administrative assignments, and giving oral prophylactic treatment under supervision. Dental technicians may be qualified in other than the foregoing, such as dental prosthetic laboratory techniques and maintenance and repair of dental equipment. Dental technicians must be prepared to assist in the prevention and treatment of atomic, biological, and chemical (ABC) warfare casualties.

SERVICE RATINGS

None.

PATH OF ADVANCEMENT TO MEDICAL SERVICE CORPS

Dental Technicians advance to Medical Service Corps officers.

NAVY ENLISTED CLASSIFICATION CODES

See Manual of Navy Enlisted Classifications, NAVPERS 15105B.

QUALIFICATIONS FOR ADVANCEMENT IN RATING

1. Qualifications for advancement to a higher rate include qualifications of the lower rate or rates in addition to those stated for the higher rate.
2. Practical factors will be completed before recommendation for participation in the advancement examination. (Bureau of Naval Personnel Manual, NAVPERS 15791A, Articles B-2326 and C-7201.)
3. Knowledge factors and knowledge aspects of practical factors will form the basis for questions in the written advancement examination.

A. BASIC SCIENCES

Applicable
Rates
DT

1.0 Practical Factors

1. Dispense drugs and acids used in the dental office and use proper stowage techniques. 3

2.0 Knowledge Factors

1. Elementary anatomy and physiology with emphasis on head, neck, and oral structures. 3
2. Elementary oral histology, bacteriology, and pathology. 3
3. Odontography: human dentition and individual tooth structure 3
4. Materia, medica and therapeutics:
 - a. Classes, effects, and administration of drugs 3
 - b. Toxicology 3
 - c. Properties, actions, and dosages of drugs. 2

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B. FIRST AID**Applicable
Rates
DT****1.0 Practical Factors**

1. Perform artificial respiration 3
2. Apply dressings, bandages, and splints 3

2.0 Knowledge Factors

1. Principles and precautions of general first aid 3
2. Symptoms and treatment of shock, hemorrhage, wounds, fractures, burns, asphyxia, unconsciousness, and poisoning 3
3. Types and uses of dressings, bandages, and splints 3
4. Use of plasma and serum albumin and procedures for venipuncture 3
5. Dental first-aid procedures 3

C. DENTAL ASSISTANCE-GENERAL**1.0 Practical Factors**

1. Prepare patients for dental examination and general dental treatment 3
2. Care for and sharpen dental instruments 3
3. Sterilize dental instruments and materials for general dental treatment 3
4. Prepare setups for general dental treatment 3
5. Prepare dental materials: amalgam alloy, dental cements, acrylic resins, and impression materials 3
6. Assist dental officer during dental treatment 3
7. Clean and lubricate dental equipment 3

2.0 Knowledge Factors

1. Nomenclature of dental instruments 3

D. DENTAL ASSISTANCE-ORAL SURGERY**1.0 Practical Factors**

1. Prepare patients for oral surgery 3
2. Prepare and sterilize dental surgical trays 3
3. Assist dental officer during oral surgical procedures 3

2.0 Knowledge Factors

1. Nomenclature of instruments and appliances used in oral surgery 3
2. Classification and nomenclature of dental diseases and conditions listed in Joint Armed Forces Statistical Classification and Basic Diagnostic Nomenclature of Diseases and Injuries 3
3. Dental ward management procedures 3

E. ORAL PROPHYLAXIS**1.0 Practical Factors**

1. Remove stains and calculi; polish teeth 3
2. Instruct patients in proper daily care of teeth 3

E. ORAL PROPHYLAXIS-CONTINUED

Applicable
Rates
DT

2.0 Knowledge Factors

1. Causes of formation of deposits on teeth. 3

F. ROENTGENOGRAPHY

1.0 Practical Factors

1. Expose, process, and mount periapical, occlusal, and bitewing roentgenograms 3
2. Expose and process roentgenograms of the head 2

2.0 Knowledge Factors

1. Periapical, occlusal, and bitewing roentgenographic techniques 3
2. Procedures and precautions for the use of roentgenographic equipment 3
3. Faults in roentgenograms 3
4. Roentgenographic techniques for the head 2

G. DENTAL ADMINISTRATION

1.0 Practical Factors

1. Chart dental conditions and record treatment 3
2. Prepare dental service report 3
3. Prepare official correspondence 2
4. File records, correspondence, directives, and publications in accordance with current instructions 2
5. Prepare reports required at dental activities 1
6. Procure, maintain records for, and issue or dispose of, dental supplies and equipment (excluding Navy stock account procedures). 1

2.0 Knowledge Factors

1. Typewrite for 5 minutes at 20 words per minute. (See Yeoman qualifications, performance test instructions) 3
2. Security regulations of classified matter 1
3. Organization and administration of dental activities 1
4. Organization and functions of the Medical Department of the Navy. 1
5. Appropriation accounting: appropriations, allotments, allotment control, financial reports, and estimates of requirements C
6. Personnel accounting in accordance with the "Instructions for the Naval Manpower Information System", Part 1 NAVPERS 15642. C

H. ATOMIC, BIOLOGICAL, AND CHEMICAL (ABC) WARFARE DEFENSE

1.0 Practical Factors

None.

2.0 Knowledge Factors

1. Atomic, biological, and chemical (ABC) warfare defense; self-help, care of injured personnel, and decontamination of personnel; use of necessary personnel monitoring equipment 3

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H. ATOMIC, BIOLOGICAL, AND CHEMICAL (ABC) WARFARE DEFENSE-CONTINUED

2.0 Knowledge Factors-Continued

Applicable
Rates
DT

- | | |
|--|---|
| 2. Symptoms of chemical warfare contamination and counteraction against the effects of chemical warfare (CW) agents. | 3 |
| 3. Biological warfare and functional understanding of isolation techniques and control of epidemics. | 3 |

I. PROSTHODONTICS (Dental Technicians, Prosthetic only)

1.0 Practical Factors

- | | |
|--|---|
| 1. Construct casts from various types of impressions | 3 |
| 2. Prepare record bases, occlusal rims, and wax-ups | 3 |
| 3. Flask, pack, process, deflask, finish, and polish partial and complete dentures | 3 |
| 4. Repair, reconstruct, and reline complete and partial dentures | 3 |
| 5. Wax, sprue, invest, burn-out, cast, and finish metal frameworks | 2 |
| 6. Survey and transfer partial denture designs as directed | 2 |
| 7. Perform wire bending and soldering procedures | 2 |
| 8. Arrange teeth for complete and partial dentures | 2 |
| 9. Construct inlays, crowns, and bridges | 1 |
| 10. Supervise a dental laboratory. | 1 |

2.0 Knowledge Factors

- | | |
|--|---|
| 1. Principles and procedures in the use of dental prosthetic materials | 3 |
| 2. Heat treatment procedures and properties of gold alloys. | 2 |

J. DENTAL EQUIPMENT REPAIR (Dental Technicians, Repair only)

1.0 Practical Factors

- | | |
|--|---|
| 1. Adjust and repair syringes on dental units | 2 |
| 2. Service, adjust, and repair dental equipment. | 2 |
| 3. Disassemble, repair, and assemble straight and contraangle hand pieces. | 2 |
| 4. Repair and calibrate electrical furnaces. | 2 |

2.0 Knowledge Factors

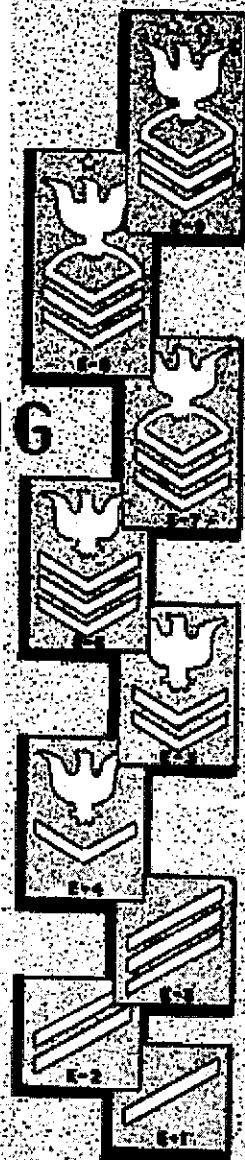
- | | |
|--|---|
| 1. Safety factors in use of dental equipment | 2 |
| 2. Functions of parts of dental equipment. | 2 |

TEST INSTRUCTIONS

All Dental Technicians will be examined on subject areas "A" through "H". Individuals designated by the Bureau of Medicine and Surgery as Dental Technician, Prosthetic or Dental Technician, Repair will have examinations in which the specialty is emphasized. Fifty percent of the technical questions for Prosthetic Technicians will cover items in the subject area "I". Fifty percent of the technical questions for Repair Technicians will cover items in subject area "J". The total number of questions will be the same for all persons examined.

MANUAL OF QUALIFICATIONS FOR ADVANCEMENT IN RATING

JUNE 1965



NAVPER 18068B



DEPARTMENT OF THE NAVY
BUREAU OF NAVAL PERSONNEL
WASHINGTON, D. C. 20370

IN REPLY REFER TO
9 APR 1965

From: Chief of Naval Personnel
To: All Ships and Stations

Subj: Manual of Qualifications for Advancement in Rating, NavPers 18068B -
June 1965

Ref: (a) Manual of Qualifications for Advancement in Rating, NavPers
18068A, June 1963, including Change No. 1
(b) Manual of E-8/E-9 Qualifications for Advancement in Rating,
NavPers 18068A-1, November 1964

1. Subject manual is the latest revision and replaces references (a) and (b). It is effective immediately for information and planning purposes. For Effective Dates of Advancement Examinations, see table on page 14.
2. This revision incorporates qualifications for E-8/E-9 paygrades and special physical requirements for certain ratings. It introduces the use of paygrades for specific qualifications in place of the current designations by rate. Changes reflecting recent technical, operational, and procedural developments in eighteen ratings have been made based on recommendations of the fleet and technical bureaus and results of research studies conducted by the Chief of Naval Personnel.
3. It is essential that the qualifications contained in this manual reflect current requirements in fleet and shore operations. Individual commands, therefore, should review these qualifications on a continuing basis. As they become obsolete, or as developments become fleetwide and require inclusion in the manual, recommended changes to qualifications should be forwarded to the Chief of Naval Personnel (Pers-A3). These should be submitted in accordance with the guidelines set forth in the introduction.
4. Any other comments or recommendations for the improvement of content, format, or other aspects of the manual are invited.

B. J. SEMMES, JR.

SUMMARY OF SUBSTANTIVE CHANGES IN
THE MANUAL REVISION

④

1. The Manual of Qualifications for Advancement in Rating, NavPers 18068B, replaces the June 1963 edition, NavPers 18068A, including Change No. 1 issued in June 1964 and the E-8/E-9 Supplement, NavPers 18068A-1 of November 1964.

2. Major changes include:

a. General Revisions -

(1) Qualifications requirements for paygrades E-8 and E-9 are included.

(2) Special physical requirements necessary for entry into certain ratings are now stated at the end of the advancement qualifications for the applicable ratings. These requirements apply to personnel nominated for Class A school, those striking for a rating, or converting to a rating.

(3) Paygrades have been substituted for rates, i.e., E-4 for PO3.

(4) Editorial and format changes were made in the Introduction to ensure ease of reading.

b. Qualifications Revisions -

(1) The MILITARY REQUIREMENTS have been revised to include qualifications dealing with the "Code of Conduct" and related history areas. Certain items which heretofore had applied both to men and women, now apply to men only. Some qualifications dealing with punitive articles of the UCMJ have been lowered in paygrade.

(2) The SEAMAN (SN) qualifications, which also appeared as Military Requirements, have been deleted. Items dealing with naval organization and damage control, for example, which are applicable for all personnel, now appear solely as Military Requirements.

(3) The qualifications for the AIRMAN (AN) rate have been revised to omit reference to the handling and maintenance of seaplanes.

(4) The QUARTERMASTER (QM) third class qualification in semaphore speed has been reduced from 15 to 10 words per minute. Practical factors dealing with the bathythermograph have been deleted.

(5) The SIGNALMAN (SM) semaphore speed requirements have been reduced by five words per minute.

(6) The SONARMAN (SO) title has been changed to Sonar Technician (ST).

(7) The FIRE CONTROL TECHNICIAN (FT) qualifications have been revised to include surface-to-air missile qualifications and Fleet Ballistic Missile (FBM) qualifications.

(8) The MISSILE TECHNICIAN (MT) qualifications have been revised by the removal of existing knowledge and practical factors related exclusively to surface missiles.

(9) The DATA SYSTEMS TECHNICIAN (DS) qualifications have been revised to include a modification of the previous emphasis upon computers at the lower paygrades, to the exclusion of display, peripheral, and associated equipment. The scope of the qualifications was broadened by encompassing hardware systems which include electronic digital data equipment previously not included in the DS rating.

B.1

(10) The INSTRUMENTMAN (IM) qualifications have been revised to include fundamentals of hydraulics and gas systems.

(11) The OPTICALMAN (OM) qualifications dealing with octants, driftsights, and drafting machines have been deleted.

(12) The POSTAL CLERK (PC) qualifications dealing with typing speed requirements for E-5 and E-6 paygrades have been deleted.

(13) The MACHINE ACCOUNTANT (MA) qualifications have been revised to include computer applications (EDPM) qualifications with emphasis on computer programming systems analysis.

(14) The ENGINEMAN (EN) qualifications have been revised to include new areas of responsibility in functions of governors, usage of grinding compounds, and maintenance summaries on diesel driven ships.

(15) The PATTERNMAKER (PM) qualifications have been revised to include performance factors dealing with new pattern materials.

(16) The MOLDER (ML) qualifications have been revised to include certain knowledge factors dealing with the chemistry of metals and gases.

(17) The EQUIPMENT OPERATOR H (Hauling) (EOH) scope has been revised along with appropriate qualifications which substituted the term "asphalt" for "concrete."

(18) The AVIATION ELECTRONICS TECHNICIAN W (Airborn CIC Operator) (ATW) service rating has been disestablished and related qualifications requirements have been deleted.

(19) The HOSPITAL CORPSMAN (HM) qualifications dealing with typing have been deleted.

(20) The DENTAL TECHNICIAN (DT) rating qualifications have been changed in the areas of advanced first aid and roentgenology. The requirement for typing has been upgraded to E-5.

(21) The DENTALMAN (DN) rate qualifications have been revised to reflect more responsibilities for clinical duties.

(22) The qualifications for the following ratings had minor changes: Electrician's Mate (EM), Interior Communications Electrician (IC), and Journalist (JO).

3. The qualifications for the following general ratings have been reviewed, but did not require changes in their scope or content at this time:

Parachute Rigger (PR)
Aerographer's Mate (AG)
Aviation Antisubmarine Warfare
Technician (AX)

Aviation Electrician's Mate (AE)
Aviation Maintenance Adminis-
trationman (AZ)
Aviation Machinist Mate (AD)
Aviation Structural Mechanic (AM)

14. Emergency ratings will be utilized only to identify skills existent in civilian life which can be used by Navy during periods of mobilization, but which do not constitute peacetime requirements.

B. GUIDELINES FOR QUALIFICATIONS CHANGES

It is essential that the qualifications for advancement in rating contained in this manual reflect technical, operational, and procedural developments within the Navy. As qualifications become obsolete or new developments become fleetwide and require inclusion in the manual, the Chief of Naval Personnel (Pers-A3) should be informed. Individual commands and offices, therefore, should review qualifications for advancement in rating. Interested bureaus and offices are requested to be especially concerned with the rates and ratings as follows:

TABLE OF INTERESTED BUREAUS AND OFFICES

RATINGS	BUPERS	CNO	JAG	BOWEPS	BUSHIPS	BUSANDA	BUDOCKS	BUMED	COMPTROLLER
(AB) Aviation Boatswain's Mate	X	X	X	X					
(AC) Air Controlman	X	X	X	X					
(AD) Aviation Machinist Mate	X	X	X	X					
(AE) Aviation Electrician's Mate	X	X	X	X					
(AG) Aerographer's Mate	X	X	X	X					
(AK) Aviation Storekeeper	X	X	X	X	X			X	
(AM) Aviation Structural Mechanic	X	X	X	X					
(AN) Airman	X	X	X	X					
(AO) Aviation Ordnanceman	X	X	X	X					
(AQ) Aviation Fire Control Tech.	X	X	X	X					
(AT) Aviation Electronics Tech.	X	X	X	X					
(AX) Aviation Antisub. Warf. Tech.	X	X	X	X					
(AZ) Aviation Maint. Adm.	X	X	X	X					
(BM) Boatswain's Mate	X	X	X		X				
(BR) Boilermaker	X	X	X		X				
(BT) Boilerman	X	X	X		X				
(BU) Builder	X		X			X			
(CE) Construction Electrician	X		X			X			
(CM) Construction Mechanic	X		X			X			
(CN) Constructionman	X		X			X			
(CS) Commissaryman	X	X	X		X				
(CT) Communications Technician	X	X	X						
(DC) Damage Controlman	X	X	X		X	X	X		
(DK) Disbursing Clerk	X	X	X		X			X	
(DM) Illustrator Draftsman	X	X	X		X				
(DN) Dentalman	X	X	X				X		
(DS) Data Systems Technician	X	X	X		X				
(DT) Dental Technician	X	X	X				X		
(EA) Engineering Aid	X		X			X			
(EM) Electrician's Mate	X	X	X		X				

PLANNED SCHEDULE FOR PUBLICATION OF CHANGES TO NAVPERS 18068B - Continued

Rating Abbreviation and Title

GROUP XI - DENTAL

DT Dental Technician
DN Dentalman

GROUP XII - STEWARD

SD Steward
TN Stewardsman

EMERGENCY RATINGS

ESU Booker (Motion Picture Service)
ESC Chaplain's Assistant
ESF Firefighter
ESH Harbor Defense Sonarman
ESI Instructor (Miscellaneous)
ESE Physical Training Instructor
ESB Stevedore
ESK Telecomm Censorship Technician
ESR Transportationman
ESM Underwater Mechanic
ESW Welfare and Recreation Leader

MILITARY REQUIREMENTS

ANTICIPATED DISTRIBUTION DATE					
JUNE 1966	JUNE 1967	JUNE 1968	JUNE 1969	JUNE 1970	JUNE 1971
	X		X		
			X		
X					X
X					X
			X		
				X	
					X
		X			
			X		
X				X	
X			X		
	X				
		X			
			X		
		X			
					X

Section 3

A. DEFINITION OF MAINTENANCE TERMS

Because of misinterpretation of the following maintenance terms used in this manual, they are defined for purposes of clarification:

<u>Operational.</u>	Normally consists of inspection, cleaning, servicing, preservation, lubrication, and adjustment as required. May also consist of minor parts replacement not requiring high technical skill or internal adjustment.
<u>Preventive.</u>	Systematic accomplishment of items deemed necessary to reduce or eliminate failures, or to prolong the useful life of the equipment.
<u>Technical.</u>	Normally limited to maintenance consisting of replacement of unserviceable parts, subassemblies, or assemblies, and the alignment, testing, and adjustment (internal) of equipment.
<u>Tender/Yard.</u>	Maintenance which requires a major overhaul or complete rebuilding of parts, subassemblies, and/or the end items as required.

* Denotes Change



DENTALMAN (DN)

GENERAL RATE

DT

SCOPE

DN E-3

Dentalmen are personnel in training for the rating of Dental Technician. They assist dental officers in the treatment of patients, render first aid, perform X-ray procedures, care for dental instruments and equipment, maintain dental offices, and keep routine office records.

DA E-2

DR E-1

CAREER PATTERN

*Note: Examinations for advancement to Dentalman (DN) may be prepared either locally, or taken from standard examination questions prepared and distributed to all commands by the Naval Examining Center.

QUALIFICATIONS FOR ADVANCEMENT

A. BASIC SCIENCES

1.00 Practical Factors

*.31 Dispense drugs and acids used in the dental office and use proper stowage technique.

2.00 Knowledge Factors

- .31 Elementary anatomy and physiology with emphasis on head, neck, and oral structures.
- .32 Elementary oral histology, bacteriology, and pathology.
- .33 Odontography: human dentition and individual tooth structure.
- .34 Pharmacology: classes, effects, and administration of drugs.

*B. ADVANCED FIRST AID

1.00 Practical Factors

- *.31 Perform resuscitative procedures.
- *.32 Care for and use resuscitative devices.
- .33 Apply dressings, bandages, and splints.

2.00 Knowledge Factors

- *.31 Principles and precautions of general first aid and emergency dental procedures.
- .32 Symptoms and treatment of shock, hemorrhage, wounds, fractures, burns, asphyxia, unconsciousness, and poisoning.
- .33 Types, uses, and application of dressings, bandages, and splints.

C. DENTAL ASSISTANCE

1.00 Practical Factors

- .31 Prepare patients for dental examination and treatment.
- .32 Care for and sharpen dental instruments.

*Denotes change

QUALIFICATIONS FOR ADVANCEMENT

C. DENTAL ASSISTANCE - Continued

1.00 Practical Factors - Continued

- .33 Sterilize dental instruments and materials.
- .34 Operate autoclave.
- .35 Prepare dental materials: amalgam alloy, dental cements, acrylic resins, and impression materials.
- .36 Assist dental officer during dental treatment.
- .37 Provide preventive maintenance to dental equipment.
- *.38 Prepare setups for dental treatment.

2.00 Knowledge Factors

- .31 Nomenclature of dental instruments.
- .32 Principles of manipulation of amalgam alloy, dental cements, acrylic resins, and impression materials.

*D. ORAL HYGIENE

1.00 Practical Factors

- .31 Polish teeth.
- *.32 Perform cariostatic procedures.

2.00 Knowledge Factors

- .31 Causes of formation of deposits on teeth.
- *.32 Carlostasis

*E. ROENTGENOLOGY

1.00 Practical Factors

- *.31 Expose, process, and mount periapical and bitewing films.

2.00 Knowledge Factors

- *.31 Periapical and bitewing roentgenographic techniques.
- .32 Procedures and precautions for the use of roentgenographic equipment.
- .33 Causes of faulty roentgenograms.

F. DENTAL ADMINISTRATION

1.00 Practical Factors

- .31 Chart dental conditions and record treatment.
- .32 Prepare request for issue of supplies.

2.00 Knowledge Factors

- *.31 Health Record Dental, SF603, and Dental Folder, DD722-1.

*Denotes change

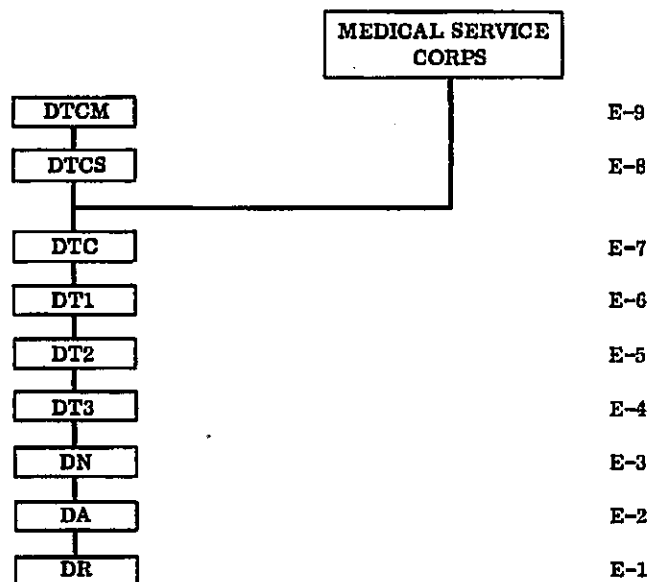
GROUP XI DENTAL

DENTAL TECHNICIAN (DT)

DENTAL TECHNICIAN (DT)



CAREER PATTERN



GENERAL RATING

SCOPE

Dental Technicians perform clinical and administrative duties, assisting dental officers in treatment of patients, performing first aid, preparing and carrying out dental administrative assignments, giving oral prophylactic treatment under supervision, and assisting in the preventive dental program. Dental Technicians may be qualified in other than the foregoing, such as dental prosthetic laboratory techniques and maintenance and repair of dental equipment. Dental Technicians must be prepared to assist in the prevention and treatment of nuclear, biological, and chemical (NBC) warfare casualties.

SERVICE RATINGS

None.

***Note:** All Dental Technicians will be examined on subject areas "A" through "G". Individuals designated by the Bureau of Medicine and Surgery as Dental Technician, Prosthetic, or Dental Technician, Repair, except those competing for advancement to E-9, will have examinations in which the specialty is emphasized. Fifty percent of the technical questions for Prosthetic Technicians will cover items in the subject area "H." Fifty percent of the technical questions for Repair Technicians will cover items in subject area "I". Those competing for advancement to E-8 and E-9 will be examined primarily on qualifications for E-6 through E-8 or E-9, as appropriate. The total number of questions will be the same for all persons examined.

***Denotes change**

QUALIFICATIONS FOR ADVANCEMENT

Required for
Advancement to
DT

A. BASIC SCIENCES

1.00 Practical Factors

*None.

2.00 Knowledge Factors

*.01 Pharmacology:

- | | |
|--|-----|
| a. Toxicology | E-4 |
| b. Properties, actions, and dosage of drugs. | E-4 |

*B. ADVANCED FIRST AID

1.00 Practical Factors

None.

2.00 Knowledge Factors

- | | |
|--|-----|
| *.02 Parenteral therapy procedures | E-4 |
| *.60 Early treatment and medical management of mass casualties | E-6 |

D. ORAL HYGIENE

1.00 Practical Factors

- | | |
|---|-----|
| .01 Remove deposits from teeth. | E-4 |
| *.40 Instruct personnel in proper daily oral health care. | E-5 |

2.00 Knowledge Factors

- | | |
|------------------------------------|-----|
| *.60 Preventive dentistry. | E-6 |
|------------------------------------|-----|

*E. ROENTGENOLOGY

1.00 Practical Factors

- | | |
|---|-----|
| *.40 Expose and process occlusal and extra-oral films | E-5 |
|---|-----|

2.00 Knowledge Factors

- | | |
|--|-----|
| *.40 Roentgenographic techniques for occlusal and extra-oral films | E-5 |
| *.41 Radiation hazards and monitoring. | E-5 |

F. DENTAL ADMINISTRATION

1.00 Practical Factors

- | | |
|--|-----|
| .01 Prepare dental service report. | E-4 |
| .40 Prepare official correspondence | E-5 |
| *.41 Maintain and file records, correspondence, directives, and publications
in accordance with current instructions. | E-5 |
| *.42 Typewrite for 5 minutes at 20 words per minute. (See Performance
Test Instructions) | E-5 |

*Denotes change

QUALIFICATIONS FOR ADVANCEMENT

Required for
Advancement to
DT

F. DENTAL ADMINISTRATION - Continued

1.00 Practical Factors - Continued

- .60 Maintain service records and prepare reports required at dental activities E-6
- .61 Procure, maintain records for, and issue or dispose of, dental supplies and equipment including Navy stock account procedures. E-6

2.00 Knowledge Factors

- .60 Security regulations for classified matter. E-6
- *.61 Organization and administration of Navy and Marine Corps dental activities E-6
- .62 Organization and functions of the Medical Department of the Navy. E-6
- *.80 Appropriation accounting: appropriations, allotments, allotment control, and estimates of requirements. E-7
- .81 Personnel accounting in accordance with the Instructions for the Naval Manpower Information System. E-7

G. NUCLEAR, BIOLOGICAL, AND CHEMICAL (NBC) WARFARE DEFENSE

1.00 Practical Factors

None.

2.00 Knowledge Factors

- *.01 Nuclear warfare defense; recognition factors, self-help, and care of casualties. E-4
- .02 Recognition and treatment of chemical warfare casualties E-4
- .03 Biological warfare and functional understanding of isolation techniques and control of epidemics. E-4

H. PROSTHODONTICS (Dental Technicians, Prosthetic only)

1.00 Practical Factors

- .01 Construct casts from various types of impressions. E-4
- *.02 Prepare record bases and occlusion rims E-4
- .03 Flask, pack, process, deflask, finish, and polish partial and complete dentures. E-4
- .04 Repair, reconstruct, and reline complete and partial dentures E-4
- *.05 Contour wax dentures E-4
- .40 Wax, sprue, invest, burn-out, cast, and finish metal frameworks E-5
- .41 Survey and transfer partial denture designs as directed E-5
- .42 Perform wire bending and soldering procedures E-5
- .43 Arrange teeth for complete and partial dentures E-5
- .60 Construct inlays, crowns, and bridges E-6
- .61 Supervise a dental laboratory E-6

2.00 Knowledge Factors

- *.01 Principles and procedures in the use of prosthetic materials E-4
- .40 Heat-treatment procedures and properties of gold alloys. E-5

*Denotes change

QUALIFICATIONS FOR ADVANCEMENT

Required for
Advancement to
DT

I. DENTAL EQUIPMENT REPAIR (Dental Technicians, Repair only)

1.00 Practical Factors

.40 Perform preventive maintenance, repair, and service on:

- | | |
|--|-----|
| a. Air, gas, and water systems | E-5 |
| b. Unit electrical systems | E-5 |
| c. Foot pump and motor chairs | E-5 |
| d. Dental operating room accessory equipment | E-5 |
| e. X-ray equipment | E-5 |
| f. Sterilizers and autoclaves | E-5 |
| g. Dental handpieces | E-5 |
| h. Laboratory equipment | E-5 |

2.00 Knowledge Factors

- | | |
|---|-----|
| .40 Safety factors in use of dental equipment | E-5 |
| .41 Functions of parts of dental equipment | E-5 |
| .42 Electrical safety precautions | E-5 |

SENIOR CHIEF DENTAL TECHNICIAN (DTCS)

QUALIFICATIONS FOR ADVANCEMENT

1.00 Practical Factors

None.

2.00 Knowledge Factors

- | | |
|---|-----|
| .90 Organization and function of medical elements of disaster control units . . | E-8 |
| *.91 Principles of civilian and military personnel management | E-8 |
| .92 Principles of completed staff work: composition of official, business,
and social correspondence | E-8 |

MASTER CHIEF DENTAL TECHNICIAN (DTCM)

QUALIFICATIONS FOR ADVANCEMENT

1.00 Practical Factors

None.

2.00 Knowledge Factors

- | | |
|--|-----|
| .95 Supervision of the Records Management Program and of enlisted and
officer service records | E-9 |
| .96 Procedures for conducting dental surveys and inspections | E-9 |

*Denotes change



DEPARTMENT OF THE NAVY

BUREAU OF NAVAL PERSONNEL

WASHINGTON, D.C. 20370

IN REPLY REFER TO
Pers-A315-pcg
Ser A31/197
26 April 1968

From: Chief of Naval Personnel
To: All Ships and Stations

Subj: Manual of Qualifications for Advancement in Rating,
NavPers 18068B; Change No. 3 to

Encl: (1) Subject Change

1. Enclosure (1) incorporates revisions to the Military and Occupational Standards for general rates and ratings for all Navy enlisted personnel. They are based on new technological and administrative advances, changes to the rating structure approved by the Secretary of the Navy, research findings, and recommendations by the fleet and shore establishment.

2. These standards serve as a basic reference for assignment and utilization of personnel, development of Navywide advancement in rating examinations, preparation of training courses, training publications, school curricula, and on-the-job training programs.

3. It is essential that the standards contained in this manual reflect current requirements of a majority of the petty officers in a given rating in fleet and shore operations. Individual commands, therefore, should review these standards on a continuing basis. As they become obsolete, or as new developments become fleetwide and require inclusion in the manual, recommended changes to standards should be forwarded to the Chief of Navy Personnel (Pers-A3). These should be submitted in accordance with the guidelines set forth in the introduction.

4. Enclosure (1) is effective immediately for information and planning. Effective dates of examinations for advancement in ratings are set forth on page 15 of subject change. This change is to be inserted in the manual as instructed on page iv. Record the change on page ii and include this letter as first page.

A handwritten signature in cursive script, reading "B. M. Streat", is located in the bottom right corner of the page.

B. M. STREAN
Acting Chief of Naval Personnel

EFFECTIVE PAGES OF NAVPERS 18068B, CHANGE NO. 3

This list is used to verify the accuracy of the manual after change number 3 has been inserted. Only right-hand pages are included. "O" in the column "Ch. No." indicates pages from the original manual.

Page	Ch. No.	Page	Ch. No.	Page	Ch. No.	Page	Ch. No.	Page	Ch. No.	Page	Ch. No.	Page	Ch. No.
i	0	1-17	1	4-11	3	7-5	2	8-5	3	9-59	2	12-0	3
iii	3	1-19	1	4-13	3	7-7	2	8-7	3	9-61	2	12-1	1
v	3	1-21	1	5-0	3	7-9	2	8-9	3	9-63	2	12-3	1
vii	3	1-23	2	5-1	2	7-11	2	8-11	3	9-65	2	12-5	1
ix	3	1-25	3	5-3	2	7-13	2	8-13	3	9-67	2	13-0	3
xi	3	1-27	3	5-5	2	7-15	2	8-15	3	9-69	2	13-1	1
1	3	1-29	3	5-7	0	7-16.1	2	8-17	3	9-71	2	13-3	1
1.1	3	1-31	2	5-8.1	3	7-17	1	8-19	3	9-73	2		
3	3	1-33	2	5-8.3	3	7-19	1	8-21	3	9-75	2	A-0	3
4	3	1-35	2	5-8.5	3	7-21	1	8-23	3	9-77	2	A-1	3
5	3	1-37	2	5-9	2	7-23	1	8-25	3	9-78.1	2	A-3	2
6.1	3	1-39	2	5-11	2	7-25	1	8-27	3	9-79	1	A-5	2
7	3	2-0	3	5-13	2	7-27	3	8-29	3	9-81	1	A-7	3
9	1	2-1	2	5-15	2	7-29	3	8-31	3	9-83	1	A-9	2
11	3	2-3	2	5-17	3	7-31	3	8-33	3	9-85	1	A-11	3
13	1	2-5	2	5-19	3	7-33	3	8-35	3	9-87	1		
15	3	2-7	2	5-21	3	7-35	3	8-37	3	9-89	2	B-1	3
15.1	3	2-8.1	2	5-23*	3	7-36.1	3	8-39	3	9-91	1	B-3	3
17	3	2-9	2	5-25	3	7-37	3	8-41	3	9-93	2	C-1	3
17.1	3	2-11	2	5-27	3	7-39	3	8-43	3	9-95	2	C-3	3
19	2	2-13	2	5-29	3	7-41	3	9-0	3	9-97	3	C-5	3
21	0	2-15	2	5-31	3	7-43	3	9-1	3	9-99	2	D-1	
23	0	2-17	2	5-33	3	7-45	3	9-3	3	9-101	2	through	
24	3	2-19	2	5-35	3	7-47	3	9-5	3	9-103	2	D-51	3
25	2	2-21	2	5-37	3	7-48.1	3	9-7	2	9-104.1	3		
27	1	2-23	2	5-39	1	7-49	3	9-9	2	9-104.3	1	Index-0	3
29	1	2-25	1	5-41	3	7-51	3	9-11	2	9-104.5	1	Index-1	3
31	3	2-27	1	5-43	1	7-53	3	9-12.1	3	9-104.7	1	Index-3	3
33	3	2-29	1	5-45	3	7-55	3	9-12.3	3	9-104.9	2	Index-5	3
35	1	2-31	1	5-47	1	7-56.1	3	9-12.5	3	9-105	2	Index-7	3
37	1	2-33	2	5-49	1	7-56.3	3	9-12.7	3	9-107	2		
39	3	2-35	2	5-51	1	7-57	1	9-13	2	9-109	2		
41	3	2-37	2	5-53	1	7-59	1	9-15	2	9-111	2		
0-0	3	2-39	3	5-55	1	7-61	1	9-17	2	9-113	3		
0-1	3	2-41	3	5-57	1	7-63	1	9-19	2	9-115	3		
0-3	3	2-43	1	5-59	1	7-65	1	9-21	1	9-117	3		
0-5	3	2-45	1	5-61	1	7-67	1	9-23	1	9-119	3		
0-7	3	2-47	1	5-63	3	7-69	1	9-25	1	9-121	3		
0-9	3	2-49	1	5-65	3	7-71	1	9-27	1	9-123	3		
0-11	0			5-67	3	7-73	0	9-29	1	9-125	3		
0-13	2	3-0	3	5-69	3	7-75	0	9-31	2	9-127	1		
0-15	0	3-1	3			7-77	0	9-33	2	9-129	1		
0-17	0	3-3	3	6-0	3	7-79	0	9-35	2	9-131	1		
0-19	0	3-5	3	6-1	2	7-81	0	9-37	2	9-133	1		
0-21	2	3-7	3	6-3	2	7-83	0	9-39	2	10-0	3		
0-23	1	3-9	2	6-5*		7-85	0	9-41	2	10-1	0		
1-0	3	3-11	2	6-7	1	7-87	1	9-43	2	10-3	0		
1-1	1	3-13	2	6-9	1	7-89	1	9-45	2	10-5	0		
1-3	1	3-15	2	6-11	1	7-91	1	9-47	3	11-0	3		
1-5	1	4-0	3	6-13	1	7-93	1	9-49	2	11-1	3		
1-7	1	4-1	3	6-15	1	7-95	1	9-50.1	2	11-3	3		
1-9	3	4-3	3	6-17	1	7-97	1	9-51	2	11-5	3		
1-11	3	4-5	3	7-0	3	8-0	3	9-53	2				
1-13	3	4-7	3	7-1	2	8-1	3	9-55	2				
1-15	3	4-9	3	7-3	2	8-3	3	9-57	2				

*Intentionally omitted

iv

Ch. No. 3
June 1968

**SUMMARY OF SUBSTANTIVE CHANGES
IN CHANGE NO. 3**

A. Occupational Standards for certain ratings and general rates have been reviewed and revised. Each change resulting from this review is denoted by an asterisk with the exception of such ratings, as in the Group VIII, which have undergone a major revision. For the type of change made, refer to the Disposition Sheets, Appendix D, for the subject rating.

B. Major revisions:

(1) AVIATION ANTISUBMARINE WARFARE OPERATOR (AW) - BuPers Notice 1440 of 13 March 1968 promulgated, in advance of Change No. 3, qualifications for the new AW rating from paygrades E-4 thru E-9. Primarily, AW personnel adjust and operate aircraft antisubmarine warfare systems and equipment; perform as flight crew members; and secondarily, perform organizational level maintenance in the aircraft. Reissued copies are included in this change for incorporation in the manual.

(2) NAVY MAINTENANCE AND MATERIAL MANAGEMENT (3-M) SYSTEM - Qualification Standards pertaining to the 3-M System have been incorporated in the following ratings: Personnelman (PN), Yeoman (YN), Data Systems Technician (DS), Signalman (SM), Quartermaster (QM), Data Processing Technician (DP), Engineman (EN), Electrician's Mate (EM), Interior Communications Technician (IC), Instrumentman (IM), Opticalman (OM), and the Airman (AN) rate.

(3) GROUP VIII SERVICE RATINGS - The Secretary of Navy authorized the disestablishment of Service Ratings for all General Ratings in Group VIII on 14 February 1968. Qualification items were revised to reflect this change. Special Physical Requirements were deleted. Defensive Tactics and Nuclear, Biological, and Chemical Warfare qualifications were deleted and incorporated in the Military Standards. In addition, individual qualifications items were reviewed and changed for the Group VIII as follows:

a. CONSTRUCTIONMAN (CN) - Revised extensively to reflect utilization and to describe basic skills and knowledges common to all Group VIII ratings.

b. CONSTRUCTION MECHANIC (CM) - Revised and restructured to more clearly separate the several aspects of engine and equipment mechanics. A list of definitions has been added to define terms used in the qualification items.

c. BUILDER (BU) - Revised to more clearly define skill levels; items reflecting obsolete requirements have been deleted.

d. ENGINEERING AID (EA) - Revised to effect standardization of items that are similar to other Group VIII ratings.

e. EQUIPMENT OPERATOR (EO) - Revised to delineate operator skill levels.

f. STEELWORKER (SW) - Revised to reflect technological changes affecting the rating; the qualifications items in the section "Hoisting Equipment, Tackle, Rigging, and Working Platforms" have been incorporated into other sections of the rating to eliminate item duplication.

g. UTILITIESMAN (UT) and CONSTRUCTION ELECTRICIAN (CE) - These ratings were revised in Change No. 2 but are included in Change No. 3 to reflect the disestablishment of Service Ratings.

(4) **MILITARY STANDARDS** - Defensive Tactics qualifications items have been removed from individual Group VIII ratings and incorporated in the Military Standards applicable only to Group VIII ratings. Damage Control qualifications items have been altered to provide more practical factors in the use of damage control equipments in order to meet current fleet requirements and a similar change has been effected in the Nuclear, Biological, and Chemical (NBC) Warfare qualifications items.

(5) **DENTAL TECHNICIAN (DT) AND DENTALMAN (DN)** - The DT and DN were revised to meet the needs of BuMed, one year in advance of the planned schedule. Subject matter areas were revised and related new qualifications added; terminology was clarified and additions made to the scope.

(6) **INTERIOR COMMUNICATIONS ELECTRICIAN (IC)** - Qualifications items have been extensively revised and reorganized into new subject matter areas to reflect IC requirements for various interior communication systems, including Gyrocompass, Voice Interior Communications, Alarm, Warning, Ship's Control, and Entertainment systems. A new subject matter area for Safety has been added.

C. Occupational Standards for the following ratings have been revised as indicated:

(1) **SIGNALMAN (SM)** - Revised to lower speed requirements for transmitting and receiving semaphore; deleted teletype equipment and relocated all safety qualifications for standardization purposes. Revised visual standards of special physical requirements.

(2) **QUARTERMASTER (QM)** - Deleted teletype equipment requirement. Revised to lower speed requirements for transmitting and receiving semaphore. Revised visual standards of special physical requirements.

(3) **DATA SYSTEMS TECHNICIAN (DS)** - Revised to include knowledge of maintenance programming by preparing and using programmed test routines.

(4) **DATA PROCESSING TECHNICIAN (DP)** - Revised to reflect technological advances in the electronic data processing field.

(5) **INSTRUMENTMAN (IM)** - Revised to broaden responsibility concerning repair of gages and meters; normal color perception has been added as a special physical requirement.

(6) **JOURNALIST (JO)** - Revised to reflect new public affairs regulations; new subject matter area with related qualifications added to cover JO responsibilities in radio and television; other qualification items extensively reworded for clarity and current terminology.

(7) **YEOMAN (YN) AND PERSONNELMAN (PN)** - Both ratings revised for standardization of like and similar items. A note to the YN rating indicates the alternate path of advancement for the Communication Yeoman (CYN) to the Radioman (RM) rating and advises that CYN-3's may participate in the RM-2 examination without prior approval of the Chief of Naval Personnel. Other changes to the PN rating included regulations governing preparation and control of classified matter.

(8) **ELECTRICIAN'S MATE (EM)** - Revised to reflect increased usage of semi-conductor devices; safety section has been revised for added emphasis.

(9) **AEROGRAPHER'S MATE (AG)** - Increased usage of Fleet Weather Center prepared data; new subject matter area and related qualifications items on oceanography have been incorporated.

DENTALMAN (DN)



GENERAL RATE

SCOPE

Dentalmen are personnel in training for the rating of Dental Technician. They assist dental officers in the treatment of patients; render first aid; sharpen, sterilize, and arrange dental instruments; care for dental equipment; maintain dental offices; and keep routine office records.

Note: Examinations for advancement to Dentalman (DN) may be prepared either locally, or taken from standard examination questions prepared and distributed to all commands by the Naval Examining Center.

DT

DN E-3

DA E-2

DR E-1

CAREER PATTERN

QUALIFICATIONS FOR ADVANCEMENT

A. BASIC SCIENCES

1.00 Practical Factors

None.

2.00 Knowledge Factors

- .31 Elementary anatomy and physiology pertinent to casualty care.
- .32 Elementary histology, bacteriology, and pathology of the oral structures as pertains to dental emergency and operating room procedures.
- .33 Dental Anatomy: Classification and identification of the teeth.
- .34 Pharmacology and toxicology of drugs used in dental operating rooms and in first aid procedures.
- .35 Anatomy and physiology of the head, neck, and oral structures.

B. CASUALTY CARE

1.00 Practical Factors

- .31 Perform resuscitative procedures.
- .32 Care for resuscitative devices.
- .33 Apply dressings, bandages, and splints.

2.00 Knowledge Factors

- .31 Principles and precautions of general first aid.
- .32 Symptoms and treatment of shock, hemorrhage, fractures, burns, asphyxia, unconsciousness, wounds, and poisoning.

QUALIFICATIONS FOR ADVANCEMENT

C. DENTAL OPERATING ROOM PROCEDURE

1.00 Practical Factors

- .31 Prepare patients for treatment.
- .32 Identify, care for, and sharpen dental instruments.
- .33 Sterilize dental instruments and materials.
- .35 Prepare dental materials used in operative dentistry.
- .36 Assist dental officer during operative dentistry procedures.
- .37 Provide preventive maintenance to dental equipment.
- .38 Prepare setups for operative procedures.

2.00 Knowledge Factors

- .32 Principles of manipulation of dental materials.
- .33 Emergency dental procedures.

D. PREVENTIVE DENTISTRY PROCEDURE

1.00 Practical Factors

None.

2.00 Knowledge Factors

- .33 Principles of Preventive Dentistry.

E. ORAL ROENTGENOLOGY

1.00 Practical Factors

None.

2.00 Knowledge Factors

- .31 Periapical, bite-wing, and occlusal roentgenographic techniques.
- .33 Causes of faulty roentgenograms.

Z. ADMINISTRATION

1.00 Practical Factors

- .31 Record dental conditions and treatments rendered.
- .33 Maintain data necessary for preparation of Dental Service Report.

2.00 Knowledge Factors

- .32 Classification and scheduling of patients.